

# SMART NOTEBOOK 10



*“Instructional Technology Enhancing ACHievement”*

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# SMART NOTEBOOK 10

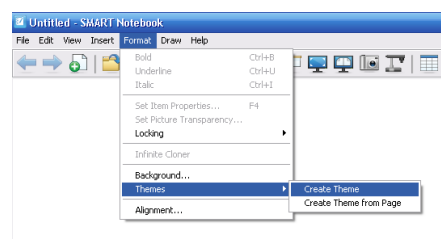
## NEW FEATURES

### Themes


Create backgrounds to customize your page. Include fonts, images, background colors and apply them to all the pages in your file to add cohesiveness to your presentations.

#### To create a theme

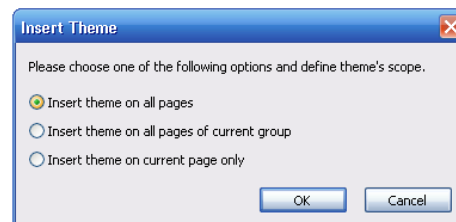
1. If the Gallery isn't visible, press **Gallery** .
2. Select **Themes** in the Gallery's category list, press its menu arrow, and then select **Create New Theme** OR from the **Format** menu, select **Create Theme**.
3. Type a name for the theme in the **Theme name** box.
4. Set the background for the theme in the same way that you would for a Notebook page.
5. Add, manipulate and edit objects on the theme in the same way that you would on a Notebook page.
6. Press **Save**.



#### To apply a theme

1. If the Gallery isn't visible, press **Gallery** .
2. Select **Themes** in the Gallery's category list.

The Gallery displays thumbnails of the available themes.



3. Press the thumbnail of the theme you want to apply.
4. Press the thumbnail's menu arrow, and then select **Insert in Notebook**.

The *Insert Theme* dialog box appears.

5. To apply the theme to all pages in a Notebook file, select **Insert theme on all pages**, and then press **OK**.

OR Select the appropriate option to apply the them to one page or a group of pages.

#### To remove a theme

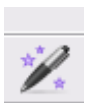
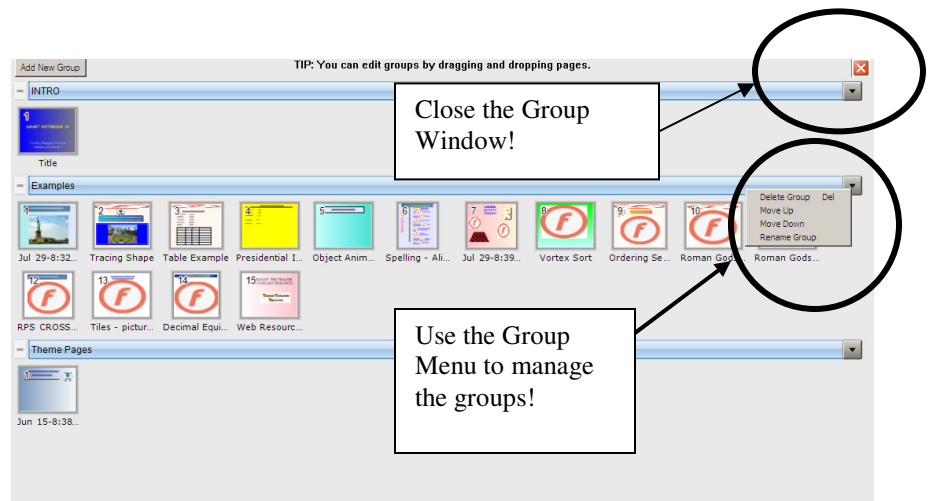
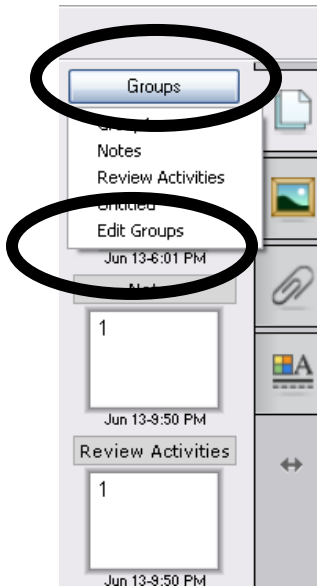
1. Right-click on the whiteboard area.
2. Select **Delete Theme**.

## Page Groups

Organize your SMART Notebook pages into different groups. The groups can be used to categorize your pages for easy reference.

### To Manage Groups:

1. From the **Page Sorter**, select the **Groups** button. Select **Edit Groups**.
2. Name your group appropriately.
3. Use the Group Menu to rename and rearrange the groups!




## Magic Pen

### Creating a Fading Object Using the Magic Pen

You can create freehand objects that slowly fade after approximately ten seconds using the Magic Pen (sometimes referred to as the Presentation Pen).


### To create a fading object

1. Press **Magic Pen** .
2. Using your finger or pen tray pen (interactive whiteboards) or tethered pen (interactive pen displays), write or draw objects on the interactive screen.

The objects slowly fade after approximately ten seconds.

# Creating a Magnification Window Using the Magic Pen

## To create a magnification window


1. Press **Magic Pen** .
2. Using your finger or pen tray pen (interactive whiteboards) or tethered pen (interactive pen displays), draw a square on the interactive screen.

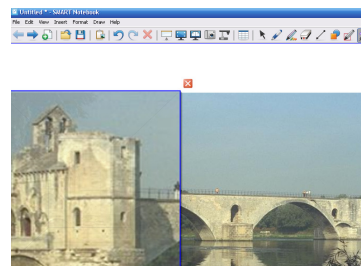
A magnification window appears.

3. To reduce its size, press in the middle of the magnification window, and then drag it to the left.

OR

To increase its size, press in the middle of the magnification window, and then drag it to the right.


4. To move the window around, press near the edge of the magnification window, and then drag it.
5. To close the magnification window, press .




## Creating a Spotlight Window Using the Magic Pen

You can create a spotlight window using the Magic Pen (sometimes referred to as the Presentation Pen).

## To create a spotlight window

1. Press **Magic Pen** .
2. Using your finger or pen tray pen (interactive whiteboards) or tethered pen (interactive pen displays), draw a circle on the interactive screen.

A spotlight window appears.


3. To reduce the window's size, press in the middle of the spotlight window, and then drag it to the left OR to increase the window's size, press in the middle of the spotlight window, and then drag it to the right.
4. To move the window around the interactive screen, press near the edge of the spotlight window, and then drag it.
5. To close the spotlight window, press .




## Shape Pen

Converts hand-drawn lines, circles, squares, rectangles, triangles and arcs into Shape objects that you can fully customize. It also converts freehand shapes, so you can create any shape you need. Once you've created a shape, you can set the line and fill colors, line style and transparency.

### To customize a shape and then add it to a page

1. Press **Shapes** , and then select an available shape.

OR use the Shape pen to draw a shape.

2. If the Properties tab isn't visible, press **Properties** .
3. Press **Line Style**.
4. Select the color, thickness and style for the shape's outline.
5. Press **Fill Effects**.
6. Select the transparency and fill effects for the shape.

**NOTE:** If you want to save this shape for future use, press **Save Tool Settings**.

7. Create a shape by pressing where you want to place the shape and dragging until the shape is the size you want.

**TIP:** You can create perfect circles, squares, triangles and other shapes by pressing and holding SHIFT as you draw the shape.

## SPELL CHECK

Notebook 10 now has a spell check feature.

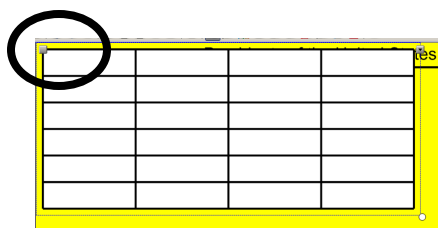
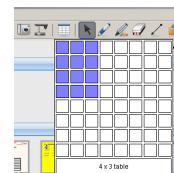
### To Spell Check

1. Move to the page where you want to start the spell check.
2. From the Edit menu, select Check Spelling or press F7.

# WORKING WITH TABLES

## Creating Tables

1. From the main Notebook toolbar, select the Tables icon.
2. Select the number of rows and columns desired for the table.
3. Use your mouse to select the entire table.
4. Click the upper left icon of the table to move the table to the desired location.



## Adding Objects to Tables on a Notebook Page

After you insert a table on a Notebook page, you can insert objects into the table's cells, including freehand objects, geometric shapes, straight lines, text and graphic files. You can add only one object to each cell. If you want to add multiple objects to a cell, you must group the objects before inserting them into the table.

### To add an object a table

1. Select the object. Drag the object to the table cell.

### To remove an object from a table

1. Select the object. Drag the object out of the table.

## Adding or Removing Cell Shades on a Notebook Page

If you want to customize a table, you can add a cell shade to a table cell before you present the Notebook file. This enables you to reveal the information in the cells slowly during the presentation.

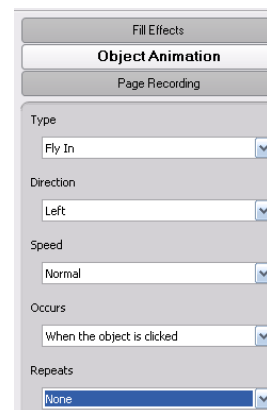
## NOTES

- You're unable to move an object if it's locked in place.
- If you add a text object to a table, the cell resizes to fit to the text object. If you add other object types to the table, the object resizes to fit the cell.
- If you add a flash object to a table, you can control the object by right-clicking on the Flash object, and then selecting **Flash > Play** and **Flash > Rewind**.
- If you want to change the table's properties, resize the table, a column or a row, insert columns or rows, remove columns, rows or cells and split or merge cells, you must remove the cell shade first. You can also add a screen shade to cover an entire Notebook page.

# Object Animation

1. Drag an object on a page
2. From the object menu, select properties
3. From the Properties menu, select Object Animation
4. Use the drop-down menus to set the effect you desire!

**NOTE:** An object that has a sound linked to it cannot be animated!



## Aligning Objects on a Notebook Page

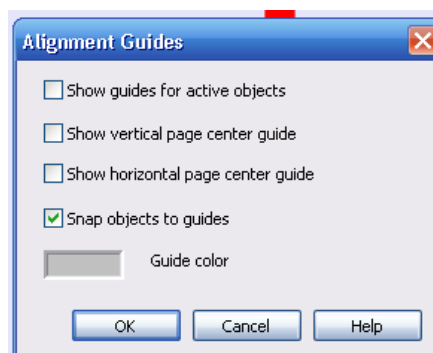
You can display guidelines on a Notebook page to assist you in aligning objects with other objects, as well as the page's vertical and horizontal centers. You can also set objects to align automatically with these guidelines when you move the objects on a Notebook page.

### To display guidelines

1. Select **Format > Alignment**.

The *Alignment Guides* dialog box appears.

2. To display a guideline when you move an object into alignment with another object, select **Show guides for active objects**.



**NOTE:** To hide this guideline, clear the **Show guides for active objects** check box.

3. To display a guideline when you move an object into alignment with the page's vertical or horizontal center, select **Show vertical page center guide OR Show horizontal page center guide**.

**NOTE:** To hide this guideline, clear the **Show vertical page center or horizontal page center guide** check box.

5. To automatically align objects to guidelines when you move the objects on a Notebook page, select **Snap objects to guides**.

**NOTE:** To disable this option, clear the **Snap objects to guides** check box.

6. If you want to change the color of the guidelines, press the colored bar to the left of **Guide Color**, and then select a color.
7. Press **OK**.




## Recording a Notebook Page

The Properties tab enables you to record your actions on the current Notebook page using **Page Recording** options.

**NOTE:** You can also record your actions on the interactive screen, including your actions in programs other than Notebook software, using SMART Recorder. With SMART Recorder, you can record a full screen, specified window or rectangular portion of the screen. If you connect a microphone to your computer, you can also record audio.

### To record a Notebook page

1. If the Properties tab isn't visible, press **Properties** .
2. Press **Page Recording** → **Start Recording**.

A red circle appears in the upper left corner of the whiteboard area.



4. Perform the actions that you want to record on the current page.
5. When you finish performing these actions, press **Stop Recording**.
6. Press **Play** to view the recording.


7. Control the playback of the recording using the **Page Recording** toolbar.



## Locking SMART Products

You can lock SMART products to prevent them from communicating with their connected computer.

### To lock all SMART products

Press the **SMART Board** icon  in the notification area, and then select **Other SMART Tools > Lock all SMART Devices**.

The **Devices Locked** floating tool appears.



### To unlock all SMART devices

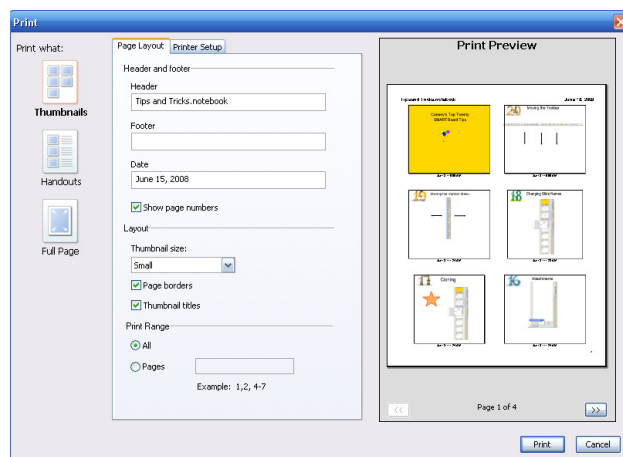
Press the **All Devices Locked** floating tool button.

# MISC TIPS AND TRICKS

## PRINTING PAGES

Print Notebook files or individual Notebook pages. You can print the pages as thumbnails, handouts or full pages.

1. From the **File** menu→Select **Print**.
2. Choose the appropriate options to customize your printing.



## EXPORTING PAGES

Export files in a variety of formats, PDF, HTML and .jpg.

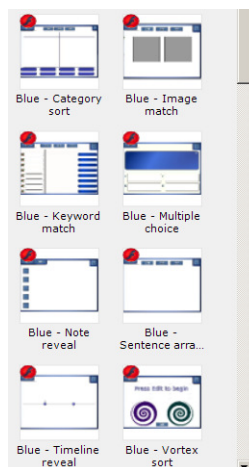
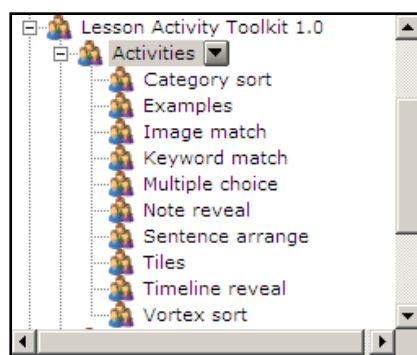
1. From the **File** menu→Select **Export**.
2. Choose the file type.

## NOTES:

# LESSON ACTIVITY TOOLKIT

## *Games, Interaction, Title Pages and More!*

### Activities



### Activity Description

#### Category sort

Organize keywords into two or three categories

#### Image match

Match up to five terms to their corresponding images or Gallery objects. To add an image to the activity, drag the image onto the work area and send it behind the activity by selecting **Order > Send to Back** from the object drop-down menu.

#### Keyword match

Match keywords to their definitions.

#### Multiple choice

Create up to 10 multiple choice questions and specify the correct answers. During an activity, select an answer to see if it is correct, and receive an overall grade at the end of the question set.

#### Note reveal

Reveal five lines of text individually in your preferred order.

#### Sentence arrange

Arrange up to eight sentences in the proper order. For example, to test understanding, students can organize the steps of an important process or a story line.

#### Tiles Use

Use between 8 and 35 tiles to hide and reveal an image, Gallery object or text. To add an image to the activity, drag the image onto the work area, and send it behind the activity by selecting **Order > Send to Back** from the object drop-down menu. You can also add text to the front of the tiles to create quiz games and puzzles.

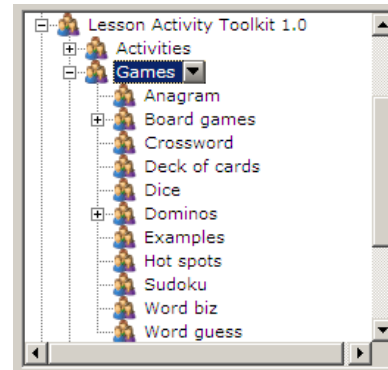
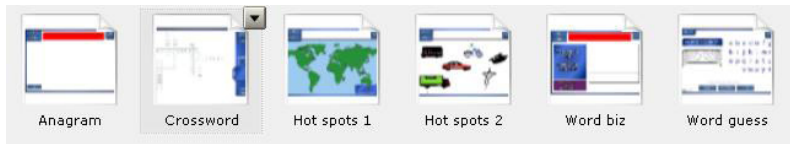
#### Timeline reveal

Present dates in chronological order using a timeline and associated descriptions.

#### Vortex sort

Sort items into two categories, receiving instant feedback with each attempt.

# GAMES



## Anagram

Participants can rearrange letters to form a specific word. You can provide a clue, set a timer, adjust the speed of the game and include up to five anagrams in one game.

## Checkers

Checkerboards, complete with playing pieces, are provided. Participants can move the pieces around on the board and group pieces together as required.

## Crossword

Generate your own crossword puzzle by entering your Words and Clues into this tool. When completing the puzzle, participants can enter words using either the On-Screen Keyboard or a pen tool. A **Solve** button reveals the correct answers. This game is useful for introducing and reviewing vocabulary.

## Deck of cards

Individual playing cards are available for use in a game or lesson activity.

## Dice

Interactive dice are available that you can *roll* with a single touch.

## Dominos

Individual dominos that you can use in a game or lesson activity are available in both black and white.

## Hot spots

Use one of the images that is provided, for example, the world map, a human body, a grid, a Venn diagram, or add your own image. Set hot spots and a question. Participants touch the area on the image or respond to the question. This activity can be scored. The game is good for reviewing how to label an object and geography. To add an image to the game, drag the image onto the work area and send it behind the game by selecting **Order > Send to Back** from the object drop-down menu.

## Sudoku

Participants can complete a Sudoku puzzle, with three levels of difficulty on-screen using a pen tool or the On-Screen Keyboard. The Hint button adds a number to the puzzle, and the Solve button will show the answers. This game is a fun way to start a math class.

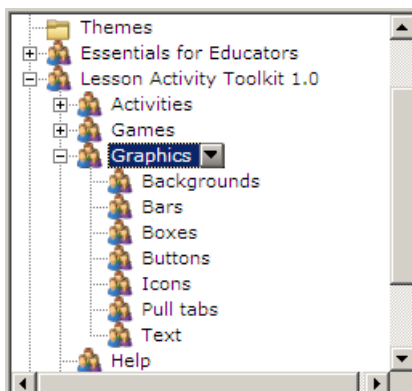
## Word biz

Participants select letters, in the correct order, from a grid to answer a question you set in advance. This activity can be timed, and you can modify the speed. You can include up to eight words in one Word biz game, making this game a good choice for reviewing spelling and vocabulary words.

## Word guess

Participants guess letters to form a pre-determined word. There are three game formats available to select from (soccer, basketball and tomato splat). You can include up to 10 words in one game, making this activity useful for review.

# Graphics



Icons and images from the Graphics folder will help you create sophisticated and engaging lessons. Title bars and pull tabs can be dragged directly onto the Notebook software page. You can add links to buttons and icons to make the lesson more interactive and engaging, and improve the flow.

## To modify the text included in a graphic:

1. Select the graphic, and select **Ungroup** from the graphic's drop-down menu.
2. Once you have modified the text, select the graphic and the text at the same time.
3. Select **Group** from an object drop-down menu to regroup the text and the image as one graphic object.

## Help

The Help folder contains a link to the Lesson Activity Toolkit webpage, [www.education.smarttech.com/slat](http://www.education.smarttech.com/slat), where you can find additional information and supporting materials for the toolkit.

## Pages

Ready-made pages make it easy for you to add structure and style to your lessons. You can find templates for title pages and standard lesson activity pages – complete with title bars containing notes – in the Pages folder.

**To change the text on these pages**, just highlight the existing text and start typing. The title pages include Teachers' notes and Lesson notes, useful tools for documenting learning objectives and lesson instructions.

**To create a professional looking lesson**, consider selecting a colored template and using matching buttons and graphics from the Graphics folder. Pages are available in both Adobe Flash and Notebook page format.

# Tools

The Tools folder includes several Adobe Flash tools that you can use to add interactivity to your lesson activities, including click and reveal tools, customizable keyword dice, random card, number and color generators, scrolling text bars and many more. Many of the tools are explained below, but be sure to browse through the folder to find tools that work for you, and creative ways to use them. The tools in the Examples folder may help you generate some ideas.



## Checker

This tool can be set to accept text from Notebook software or other applications such as word processing programs and web pages. Press the corner icon to change the text. Drag the text onto the tool and it will be absorbed by the tool. If the text matches, it will respond with *good job*.

## Click and reveal

Press this tool to make an object transparent and reveal anything behind it. Press it again and it becomes opaque, hiding anything behind it. This tool is designed to be used to hide and reveal notes or images.

## Dice

Create customized dice by adding your own keywords or images. Press the dice once to roll.

## Information button

Click the arrows to open the edit mode and change the text and appearance. Use the tool to reveal notes when needed.

## Pull tab

Hide an object off the side of the workspace to be revealed at your convenience. Drag an image into the box, then hide it off the side of the workspace. To change the tab label, and the position of the tab, press the >> icon in the top-left corner of the pull tab.

## Question flipper

Use these tools to switch between a question and an answer

## Random card, letter, domino and number generators

Press once on the object to generate a random card, letter or number. Press the arrow to add it to the work area or press the object again to generate another.

## Random image or text tool

Add up to 50 images or text objects to be randomly selected when you press this tool. To add the image or text object to the page, press the arrow icon.

## Voting tool

Use this tool to keep track of student votes, adding or subtracting from the total number with each touch.

Press the corner icon to set your keywords and choose the image. Press the image to reveal the keywords one at a time.

**NOTE:** For best results, limit the number of individual Adobe Flash tools you use on a page to five or less using the default size of the tool.

# **SMARTBOARD SKILLS CHECKLIST**

<input type="checkbox"/> Rename a page	<input type="checkbox"/> Hyperlink to another page
<input type="checkbox"/> Clone a page	<input type="checkbox"/> Hyperlink to a website
<input type="checkbox"/> Insert a page	<input type="checkbox"/> Insert a sound object
<input type="checkbox"/> Insert a graphic from the internet	<input type="checkbox"/> Display dual pages
<input type="checkbox"/> Export a lesson	<input type="checkbox"/> Pin a page
<input type="checkbox"/> Draw and format shapes	<input type="checkbox"/> Create a title page using the Lesson Activity Toolkit
<input type="checkbox"/> Customize a Pen	<input type="checkbox"/> Use the checker tool
<input type="checkbox"/> Change the page background color	<input type="checkbox"/> Create a hide and reveal activity
<input type="checkbox"/> Convert writing to text	<input type="checkbox"/> Change the orientation points
<input type="checkbox"/> Layer objects	<input type="checkbox"/> Create an interactive review activity
<input type="checkbox"/> Align objects	<input type="checkbox"/> Smart Notebook print capture an existing document
<input type="checkbox"/> Infinite clone an object	<input type="checkbox"/> Insert an attachment
<input type="checkbox"/> Group / ungroup objects	<input type="checkbox"/> Insert a flash file
<input type="checkbox"/> Identify the three types of files in the gallery	<input type="checkbox"/> Use the SmartTools (i.e. Spotlight, magnifier & screen shade)
<input type="checkbox"/> Add page or object to the gallery	

